Information Design and Technology
Record Retention Policy
Updated 10-20-06

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Computer System Maintenance Records	Records documenting maintenance and performance of computer systems and peripherals to ensure compliance with warranties or service contracts, to schedule maintenance and to diagnose problems.	1 year after expiration of warranty or service contract	Network & System Administrator	Electronic and hard copy	Office

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Computer System Program Documentation	Records documenting the addition, modification or removal of software from the system in the following areas: operating systems, application programs, datasets, commercial software, system structure and system-to system communication, including operations and development logs, operator instruction manuals, system and program specifications and changes, conversion notes, data layouts and directories, programming logs, and commercial software manuals.	1 year after system no longer used	Network & Systems Administrator	Electronic and hard copy (manuals)	Office

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Computer System Security Records	Records documenting the security of OSB computer systems, including passwords, access authorizations, system access logs and related documentation.	System access logs: 3 years Other records: 1 year after system disposed of	Networks & System Administrator	Electronic	Server logs and office
Computer System Wiring Records	Records documenting the wiring of the OSB computer network system, including blueprints or drawings of wiring systems, cables, computer equipment connections and related documentation.	1 year after system is disposed of	Network & Systems Administrator	Electronic	Office

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Software Management Records	Records documenting the use of software to ensure compliance with licenses and copyrights, timeliness of upgrades, inventories, software and site licenses and related documentation.	1 year after software is disposed of or upgraded	Network & Systems Administrator	Electronic and hard copy	Office
Telecommun-ications System Management Records	Records documenting the creation, modification or disposition of telecommunications systems, including equipment records, planning records, maintenance contracts, service and repair orders and related documentation.	1 year after system disposed of	Network & Systems Administrator	Electronic and hard copy	Office

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Internet System Management Records	Records documenting internet connections, domain name registrations, and other related services along with service records and related documentation.	1 year after system disposed of	Network & Systems Administrator	Electronic and Hard copy	Office
User Support Records	Records documenting requests for help, troubleshooting and problem-solving assistance provided by IDT staff.	After problem solved/project finished	IDT staff	Electronic	Help Desk Server and IDT work stations
SPARK	Instant messaging between bar employees	No retention, except bar staff are responsible for saving and maintaining records relevant to ongoing cases or where a litigation hold is in place	Department Managers and IDT Staff	Electronic	Staff work stations